



Conference Registration Form

Virginia Employment Commission – Employer Advisory Committee

2007 Employer Conference

Please complete and SUBMIT. Be sure to mail a check for the \$150 registration fee. Your check should be made payable to the **Virginia Employment Commission**.

Name

Company

Company Address

CityStateZip

Daytime Phone

E-mail

Please call Sheraton Norfolk Waterside **before September 10** to ensure group rate. Call 757-622-6664 or 888-627-8042 (toll-free). Be sure to request the VEC/EAC Conference room rate.

Please list any special dietary or physical needs:

Please list non-participant guests who will be attending. Include a \$75 registration fee to cover their meals. Number of Guests:

Guest Name(s) - Please separate names with a comma

Mail the registration fee to: Virginia Employment Commission, P. O. Box 1358, Richmond, Virginia, 23218, Attention: Robb Whippo, Room 308-A.

CANCELLATION POLICY
All cancellations will be subject to a \$50 cancellation fee and must be submitted in writing. Cancellation requests received after 12:00 Noon ET on September 14, 2007, will not be eligible for a refund, *except for documented cases of medical or family emergencies*. You may choose to send someone else in your place at no additional cost. It is your responsibility to cancel your room reservation with the hotel.

Registration will not be considered complete until the fee is received.

